

DDA 77-5418  
4 OCT 1977

MEMORANDUM FOR: (Offices)

FROM:

Chief, Management & Assessment Staff, DDA

SUBJECT: Management Objectives for Fiscal Year 1978

REFERENCES:

- a. Mult Adse Memo fm A/DDA dtd 8 Aug 77;  
Subj: Directorate MBO Program for  
FY 1977 & FY 1978 (DDA 77-4457)
- b. Mult Adse Memo fm C/MAS/DDA dtd 14 Sep 77;  
Subj: DDA Office Management Conferences  
(DDA 77-5080)

1. Mr. Malanick has completed his review of the objectives proposed for FY 1978 and has accepted as DDA Objectives those listed in Attachment A.

2. As he discussed with you at the Morning Meeting of 28 September, he intends to conduct two types of management conferences during the coming year. The first series of conferences will address "regular" objectives with each Office Director in a mode similar to that followed in the past. The second series of conferences will cover objectives involving ADP activities in which ODP has some degree of involvement. The Directors of those Offices that are concerned will meet in joint session at these management conferences.

3. The agenda for the management conferences that are scheduled for October (confirming updated schedule--Attachment B) will provide the opportunity for review of the action plans for the "regular" FY 1978 objectives and for the final report on the status of FY 1977 objectives as described in referent b.

Automatically Downgraded to  
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Only Upon Removal of Attachments

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DDA 77-5418

4 OCT 1977

MEMORANDUM FOR: (Staffs)

FROM:

Chief, Management & Assessment Staff, DDA

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FY 1977 & FY 1978 (DDA 77-4457)
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Subj: DDA Office Management Conferences  
(DDA 77-5080)

1. Mr. Malanick has completed his review of the objectives proposed for FY 1978 and has accepted as DDA Objectives those listed in Attachment A.

2. Two types of management conferences will be conducted during the coming year. The first series of conferences will address "regular" objectives with each Office Director in a mode similar to that followed in the past. The second series of conferences will cover objectives involving ADP activities in which ODP has some degree of involvement. The Directors of those Offices that are concerned will meet in joint session at these management conferences.

3. The agenda for the management conferences that are scheduled for October (confirming updated schedule--Attachment B) will provide the opportunity for review of the action plans for the "regular" FY 1978 objectives and for the final report on the status of FY 1977 objectives as described in referent b.

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SUBJECT: Management Objectives for Fiscal Year 1978

4. Formulation of a pattern for the FY 1978 joint management conferences on ADP objectives has not been completed as yet. As mentioned by Mr. Malanick at his Morning Meeting, he plans to hold the ADP management conferences less frequently than the bimonthly conferences for "regular" objectives--perhaps at 3 or 4 month intervals. Thus, it is anticipated that the first joint management conference on ADP objectives will not be held before January 1978. We will advise you of the design for the FY 1978 ADP management conferences as soon as it is finalized. 25X1A

Attachments:

- A. List of Objectives
- B. Updated Schedule

Distribution:

- 1 - D/CO, w/att
- 1 - D/ODP, w/att
- 1 - D/MS, w/att
- 1 - C/ISAS, w/att
- 1 - C/IPS, w/att
- 1 - D/EEO, w/att
- ① - DDA Subject, w/att
- 1 - DDA Chrono, w/o att
- 2 - DDA/MAS, w/att

DDA/MAS

(3 Oct 77)

ATTACHMENT  
A

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CONFIDENTIAL

27 September 1977

A/DDA ACTION ON PROPOSED FY 1978 OBJECTIVES

OFFICE OF COMMUNICATIONS

ACCEPTED AS DDA OBJECTIVE

	<u>REGULAR</u>	<u>ADP</u>	<u>OTHER</u>
OC-03-76	Cable Dissemination System (CDS)		OC-01-76 SKYLINK*
OC-04-76	Field Automation Support		OC-08-77 Imagery Trans-
OC-13-76	Headquarters Secure Telephone System		missions **
OC-09-77	Headquarters Area Transmission (HATS)		Systems (ITS-W)
OC-11-78	Management Improvement Program		
OC-13-78	OC - Safety & Health		
TOTALS	6	0	2

\*\*Recommended as Office Level MBO.  
\*\*To be completed in January 1978.

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A/DDA ACTION ON PROPOSED FY 1978 OBJECTIVES

OFFICE OF DATA PROCESSING

ACCEPTED AS DDA OBJECTIVE

	<u>REGULAR</u>	<u>ADP</u>	<u>OTHER</u>
ODP-04-77 COMIREX Automated Management System (CAMS)		ODP-19-77 PERSIGN	
ODP-05-77 TADS			
ODP-09-77 Computer Plan			
ODP-10-77 SAFE			
ODP-24-78 Programming Standards			
ODP-25-78 Minicomputer Support			
OCP-26-78 ADSTAR			
TOTALS	7	1	0

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A/DDA ACTION ON PROPOSED FY 1978 OBJECTIVES

OFFICE OF MEDICAL SERVICES

ACCEPTED AS DDA OBJECTIVE

	<u>REGULAR</u>	<u>ADP</u>	<u>OTHER</u>
OMS-02-77	Assessment Center Techniques (for tracking purposes only)	OMS-08-77 CAMPS	OMS-15-78 Revision of Agency Medical Cri- teria Manual*
OMS-10-77	Health Education Program (for tracking purposes only)		
OMS-12-78	Counterterrorism Behavioral Support-- Limited Force Crisis Response		
OMS-13-78	Syndrome Approximation Test (SAT)		
OMS-14-78	Reassessment of PSS Program and Resources		
OMS-16-78	CPR Life Support Training		
TOTALS.	6	1	1

\*Recommended as Office Level MBO

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A/DDA ACTION ON PROPOSED FY 1978 OBJECTIVES

INFORMATION SYSTEMS & ANALYSIS STAFF

ACCEPTED AS DDA OBJECTIVE

	<u>REGULAR</u>	<u>ADP</u>	<u>OTHER</u>
ISAS-10-77 Update of Regulations		ISAS-25-78 Automated Records Information System for AARC	
ISAS-13-77 Vital Records Survey			
ISAS-17-77 Reports Management Program			
ISAS-19-77 30-year Declassification Program			
ISAS-21-78 HHB Disposition Policy & Procedures			
ISAS-22-78 Micrographics			
ISAS-23-78 Word Processing			
ISAS-24-78 Chapter on Agency Archives Procedures for Headquarters Handbook			
TOTALS	8	1	0

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A/DDA ACTION ON PROPOSED FY 1978 OBJECTIVES

INFORMATION & PRIVACY STAFF

ACCEPTED AS DDA OBJECTIVE

	<u>REGULAR</u>	<u>ADP</u>	<u>OTHER</u>	
IPS-07-78	Publish FOI/PA Guidance	IPS-11-78	Design Computerized Subject Index	
IPS-08-78	Design Standard Form for Exemptions		IPS-12-78	Reduce the Backlog or Else
IPS-09-78	Publish Quarterly Status Reports Backlog			
IPS-10-78	Alternatives to Speed up Compliance with FOI/PA Requests			
TOTALS	4	1	1	

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A/DDA ACTION ON PROPOSED FY 1978 OBJECTIVES

OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY

ACCEPTED AS DDA OBJECTIVE

	<u>REGULAR</u>	<u>ADP</u>	<u>OTHER</u>
EEO-01-78 Increase minority representation			
EEO-02-78 Selection of EEO Officers			
EEO-03-78 Upward Mobility Project AIM			
EEO-04-78 FUST			

TOTALS	4	0	0
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29 September 1977

REVISED SCHEDULE  
DDA MANAGEMENT CONFERENCES (REGULAR)  
OCTOBER 1977

OFFICE	DATE	TIME
OF	17 October 1977	1:30
ISAS	18 October 1977	1:30
OP	19 October 1977	1:30
OMS	20 October 1977	1:30
IPS	21 October 1977	1:30
ODP	25 October 1977	1:30
OC	26 October 1977	1:30
OS	27 October 1977	1:30
OL	28 October 1977	1:30
MAS	31 October 1977	1:30
OTR	1 November 1977	1:30

ATTACHMENT  
B